

MADERA COUNTY

PAYROLL TECHNICIAN

DEFINITION

Under supervision, to perform a variety of payroll and accounting technician duties; to assist in the preparation, review and maintenance of payroll and related financial transactions, records and reports; to provide information and assistance related to payroll; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the technical support position for the County payroll function in the Auditor-Controller's Office.

The incumbent assists with the preparation, audit and review of a variety of transactions necessary to maintain the payroll function of the Department and providing relevant information as needed.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in the performance of technical payroll procedures, services and activities; assists with the coordination of payroll activities with other departments, divisions and County staff in order to consolidate information necessary to ensure accurate record keeping and reporting; ensures tasks are completed accurately and timely; provides technical information and instruction regarding County policies, acceptable payroll and accounting procedures, and proper utilization of the payroll and accounting software; answers questions and resolves problems or complaints; assists with the preparation of accurate payroll reports as needed; assists other departments with the payroll function; inputs payroll authorizations to ensure proper payroll and accounting treatment/classification; assists in the preparation of payments, including electronic fund deposits, for all payroll liabilities; assists in the preparation and transmission of all mandated reports to include PERS retirement, health insurance, quarterly State DE6 and Federal 941, annual State and Federal reconciliations, and W-2's; operates modern office equipment including calculators, adding machines, word processors, and computer hardware and software.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Payroll, accounting and record keeping principles, procedures, and methods and their application.

Modern office practices, methods and equipment, including computer equipment and related software applications.

Skill to:

Operate modern office equipment, including computers.
Type and input data quickly and accurately.

Ability to:

Perform a variety of payroll and accounting technician assignments.
Learn the Payroll module of the Integrated Financial Accounting System.
Deal tactfully and courteously with others in answering questions, resolving problems, providing technical instruction or general payroll information.
Research, collect, compile and analyze information necessary for the effective discharge of duties.
Handle multiple concurrent projects by correctly assigning priorities to a variety of tasks.
Understand the organization and operation of the Auditor-Controller's Office in particular and the County in general.
Prepare, examine and verify payroll financial documents, statements, reports, etc.
Perform comparisons of data quickly and accurately.
Accurately tabulate, record, balance and audit payroll transactions.
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Perform mathematical computations quickly and accurately.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the exercise of duties.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible payroll and/or technical accounting experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized vocational training or college level course work in accounting or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: June, 1998